

UNITED STATES BANKRUPTCY COURT, DISTRICT OF NH
TOP 11 CM/ECF REMINDERS FOR THE MONTH OF APRIL

1. Remember, when you file an amendment to add creditors to the debtor's schedules you must extend the deadlines for the additional creditors. An objection to discharge deadline for a chapter 7 case must be extended 60 days from the date of the amendment. If it's a chapter 13 case, the proof of claim deadline must be extended 90 days from the date of the amendment. If the objection to discharge or proof of claim deadlines that were set when the case was filed are more than 60 or 90 days from the date of the amendment then you would just use those deadlines.
2. Refer to Section 6, pages 6.10 and 6.11 of your CM/ECF training manual when filing applications for compensation or fees. The party filing the application should be the business name such as; Law Offices of Smith, Smith & Jones, Law Offices of John Smith, CPA and Company, etc.
3. Be sure to have debtor signatures on amendments per Federal Rules of Bankruptcy Procedure 9011(a) and 1008; 28 U.S.C. Section 1746. If there is no debtor signature we cannot accept the amendment for filing.
4. When an objection, response or reply to a motion is filed, be sure to link it to the correct motion. See Section 4, Pages 4.4, 4.5 & 4.6 of your CM/ECF training manual.
5. Don't forget to attach proposed orders when filing a motion. See Local Bankruptcy Rule 7102(b)(4).
6. Submit those Declarations regarding electronic filings to the Court within 5 days so we don't set the case for an order to show cause!!
7. We don't want you to have to refile documents, but if we don't see an /s/ followed by a name you will get a call from us and will have to refile those documents.
8. For amendments to a debtor's schedules of creditors, lists of creditors, matrix or mailing lists, the fee is \$26 for each amendment, provided the bankruptcy judge may, for good cause, waive the charge in any case. No fee is required when the nature of the amendment is to change the address of a creditor or an attorney for a creditor listed on the schedules or to add the name and address of an attorney for a listed creditor.
9. If you don't have a copy of the Bankruptcy Court Fee Schedule, you can locate it on our website at www.nhb.uscourts.gov. If you send us a pleading by mail that requires a fee, it will be returned to you. If you file it electronically, the pleading will be entered in error until it is filed with a fee.
10. When opening an adversary proceeding always choose yes for pro se when entering the party information for the defendant(s).

11. Local Bankruptcy Rule 9004-1(c) states, “The initials of the judge assigned to the pending matter shall be separated by a hyphen immediately following the docket number for the pending matter.

Date: 3/28/05

Submitted by: Gayle Llewellyn